

30 April 1971

MEMORANDUM TO: Chief, Real Estate and Construction Division  
 Chief, Reproduction Division  
 Chief, Transportation Division  
 Chief, Maint. Maintenance & Utilities Division  
 Acting Chief, Records Mgt. & Dist. Branch,  
 General Services Division  
 Acting Chief, Machine Records Branch,  
 General Services Division

FROM: Chief, Administrative Services

SUBJECT: Designation of Acting Deputy Chief, Administrative Services

1. Effective today, [redacted] is designated as Acting Deputy Chief, Administrative Services. All personnel actions, requests for approval of overtime, work orders, requests for travel orders for Administrative Services personnel, CIA field space agreements, contracts, leases, similar documents, and the usual administrative correspondence will be prepared for his signature.

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2. All matters of a policy or procedural nature, and those submitted to Assistant Directors, Office Chiefs or the office of the Deputy Director (Administration) will be prepared for the signature of the Chief, Administrative Services.

/S/

[redacted] 25X1A9A

NEW:lw

cc: [redacted]

chrome  
 Dir. (memos) file  
 Date of Authority  
 pers. action file

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